

DONALD E. WILLIAMSON, ASSESSOR  
COUNTY OF SAN BERNARDINO



## CHURCH CLAIM INFORMATION

PLEASE READ THIS CAREFULLY BEFORE YOU BEGIN TO FILL OUT YOUR CLAIM FORM.

1. DUE DATE: To receive the full exemption, you must file a claim with the Assessor's Office by **February 15<sup>th</sup>** (annual filing required). A late filing fee will be applied after that date. Please file your claim as early as possible to permit us to expedite processing.
2. FILE A COMPLETE CLAIM:  
  
Fill out all spaces and sign and date the claim form.
3. PERSON TO CONTACT: This block on the face of the claim must be complete. This permits us to contact you if there are any questions about your claim.
4. RECEIPT: If you need a receipt for the claim, please enclose a self-addressed stamped envelope.
5. CAUTION: When you sign the Church Claim form, you are certifying that the property is used exclusively for religious worship. Some churches have lost all or part of their church exemption because they permitted their facilities to be used for other activities. The State Board of Equalization has approved some exceptions to this basic rule. If you have questions regarding the use of your church facility by other organizations, it is suggested that you contact our office for additional information.

Be sure to complete both sides of the claim. Your early filing will be appreciated.

If you need additional information, please contact the Exemptions Section Monday thru Friday 9am - 4pm at (909) 387-6738.

MAIL CLAIM TO:      OFFICE OF ASSESSOR  
Exemption Section  
172 W. Third Street  
San Bernardino, CA 92415-0310